

Tech Tuesday at Elm

Introduction to Pages

1. Customize the toolbar

- a. Go to View > Customize Toolbar (It's the last item.)
- b. Remove any icons you don't want by dragging them until they poof off.
 - i. Drag icons you want to the toolbar, such as
 1. Print
 2. List
 3. Text box
 4. Decrease indent
 5. Increase indent
 6. Comment



Inspector is your friend!

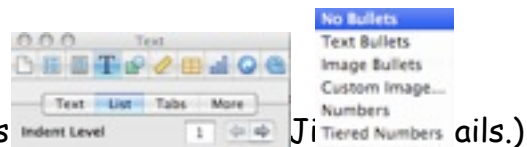


2. Set a custom template

- a. Open a blank document.
- b. Set the font and size you like.
- c. Set the list and bullets the way you like. (See Jill for details.)
- d. Show rulers or layout view if you like it.
- e. Delete any text so the document looks blank.
- f. Go to File > Save as Template (toward the bottom of the list).
- g. Name your template and save it in My Templates.
- h. Go to Pages > Preferences > General.
- i. Select "Use template" and click Choose.
- j. Click on "My Templates" at the bottom of Template Chooser.
- k. Click the template you want at the default when you open Pages and click Choose.

3. Lists & Bullets

- a. Click on the List icon on your toolbar.
- b. OR open Text Inspector > List.
- c. Select what you want.
- d. You can set preferences and save it as

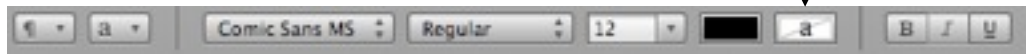


4. Spell Check

- a. Go to Edit > Spelling > Spelling.
- b. This will bring up the familiar spell check program.
- c. Keyboard shortcut for spell check: Command Shift Colon

5. Highlight text

- a. Select the text you want to highlight.
- b. Select the "background color for text" icon.

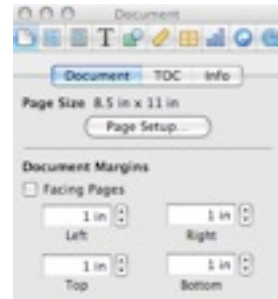


appears.

- d. Click off the word to see the highlighting.

6. Margins

- a. Open Document Inspector and set your margins.
- b. OR Adjust margins using the Ruler.
 - i. To show Rulers: View > Show Rulers OR Command R
 - ii. Position the cursor on the Ruler by the right or left margin. When you get two vertical lines, drag the margin where you want it.



7. Format objects (graphics) so you can move them around

- a. Click on the object to select it. (It will have squares on the corners.)
- b. Click on Floating in the formatting bar. This will allow you to move it around.



8. Set preferences in Pages

- a. Go to Pages > Preferences > General.
 - i. Set preferences for Editing, Saving, Font Preview, color of Invisibles (non-printing characters) and Comments
- b. Go to Pages > Preferences > Rulers.
 - i. Default zoom
 - ii. Alignment guides - great feature to enable to line up graphics
- c. Go to Pages > Preferences > Auto-Correction.
 - i. You might want to uncheck "Fix capitalization" and "Automatically use spell checker" suggestions.
 - ii. You can add other auto-corrections.